Procedure Statement

Residential Living and Learning is a dedicated staff that cultivates an environment conducive to the active pursuit of academic, personal and professional success. We are determined to expand the understanding of oneself and global citizenship through innovative initiatives built on unique opportunities that engage and empower students to value diversity, enlightened inclusion, and lifelong learning.

Reason for Procedure

This procedure outlines the eligibility, contractual arrangement for room and board, and payment for living in campus housing.

Procedures and Responsibilities

1 GENERAL

1.1 Housing facilities are available for single and married students, with and without children.

1.2 All full-time single undergraduate students who are attending Texas A&M University-Commerce in the same year that they graduated high school, and who are not approved to commute, must live on campus. Exceptions to this policy are few and are made only in outstanding cases.

1.3 All full-time single undergraduate students who are attending A&M-Commerce in the same year they graduated high school, and who are approved to commute, must have on file in the Department of Residential Living and Learning a signed commuting authorization form with notarized parent or legal guardian signatures.

1.4 Falsification of housing records will result in disciplinary action.
2 ROOM AND BOARD CONTRACTS

2.1 Eligibility

Residents must be admitted students who are currently enrolled and registered for classes at A&M-Commerce.

2.2 Period of Contract

2.2.1 The contract is for the full academic year consisting of fall and spring semesters.

2.2.2 The student and his/her parent, guardian, or other guarantor, if required, agrees that if the student attends A&M-Commerce and signs a Housing/Food Services Contract, he/she will live in university residence halls during the entire period of the contract, or that portion of the contract period that remains after his/her enrollment.

3 FOOD SERVICE

3.1 Any student can choose between any meal plan option:

3.1.1 Unlimited Meal Plan + FLEX Dollars ($100 or $200) – Unlimited meals per week each semester. FLEX to use in all dining facilities on campus;

3.1.2 19 Convenience Meal Plan + FLEX Dollars – 19 meals per week each semester. $100 FLEX to use in all dining facilities on campus;

3.1.3 14 Meal Plan + FLEX Dollars – 14 meals per week each semester. $100 FLEX to use in all dining facilities on campus; or

3.1.4 10 Meal Plan + FLEX Dollars – 10 meals per week each semester. $100 FLEX to use in all dining facilities on campus.

3.2 Only full-time single, undergraduate students who are attending A&M-Commerce in the same year that they graduated high school are required to live on campus and purchase an Unlimited or 19 Convenience meal plan.

3.3 Refunds will not be given for meals missed due to academic scheduling problems or trips taken by the resident for academic or extracurricular purposes.

3.4 Whenever possible, Food Services will assist residents having special dietary needs upon receipt of a letter or dietary plan from the student’s physician. Refunds or reduced rates cannot be made because of special dietary requirements.

3.5 The meal plan is accessed through the student’s “Lion Card”.

13.99.99.R0.27 University Housing
3.6 The meal plan is part of the Food Services Contract and is sold for the entire year and may not be returned for credit. Unused meals may not be applied to the next semester.

4  DEPOSIT AND RENT PAYMENTS

4.1 An application fee of $100.00 is required before a student may complete a housing contract.

4.2 Those students who qualify for financial aid, upon confirmation of the Financial Aid Office, will be given credit according to the amount of the aid. In those cases where the aid does not cover the full amount of Housing/Food Service cost, the difference must be paid by the student according to university account procedures.

4.3 All payments and charges are applied to the student’s A&M-Commerce account.

4.4 Each semester’s rent will be due according to the established university fee deadlines. Failure to make these payments may result in additional charges and eviction from university housing.

Related Statutes, Policies, or Requirements

Student Guidebook

Contact Office

Office of Residential Living and Learning
903-886-5796